

Internet Access

- Connect to the Internet
- Access www.tripmanager.com

Login Screen

- Enter Company Name
- Member Login
- Password (no password is required on your first access to Trip Manager - leave blank, it will then prompt you to establish one)
Click *Login*

Icons

- *Reservations*
- *Destinations*
- *Traveler Profile*

Left Banner

- *Daily Briefing*
 - Used to communicate information such as reminders, system updates, company news, etc.
- *Reservations*
 - Select a traveler (*Travel Planners Only*)
 - Plan a new trip
 - Book a flight
 - Rent a car
 - Reserve a room
 - Complete this trip
- *Trip Templates (will appear once built)*
 - View list
 - Create and Modify
- View Itineraries
 - All itineraries

Plan A New Trip or Book A Flight

- Flights: (*choose*)
 - Round trip
 - One way
 - Multiple Destinations
- Complete the necessary fields
 - From:
 - Departure Date
 - Time
 - To:
 - Return Date
 - Time
- Choose
 - Show Available Flights with Price
 - Show Available Flights
Click *Search for Flights*
- Verify or alter information (**Note:** this will appear if airport codes are not used.)
Click *Search for Flights*
 - Reserve flight – Reserve
 - Read fare rules – Rules
 - Alternative options
Flight #1 - outbound
Select
Flight #2 - return
Price
- Click *Reserve* for the desired flights (If fare requires immediate ticketing, a prompt will appear to Select Purchase Ticket)

Car

- Verify or alter information
- Optional: add special car request
- (or) Skip Car

Hotels

- Verify or alter information
- Select desired options
 - Hotel Search by Reference Point
 - Search within a specific zip code
 - Search by Hotel Name
 - Specific Chain Codes

- Select reference point
- Select distance from reference point
- Click *Rates* for the desired hotel (option to click hotel name for hotel details)
Click *Reserve* for the desired room type
- (or) Skip Hotel

When reservation is complete:

- Include any message to travel agency if needed.
- Click *Purchase Ticket*
- Complete Reporting Conditions
Click *Continue*

View Itineraries

- Select trip name to view/change/cancel
- Select which item to modify or cancel
- Make necessary changes
- *Delete a Trip* - involves the removal of a trip from the View Existing Trip menu
(the trip can not have any active segments)

Select Another Traveler

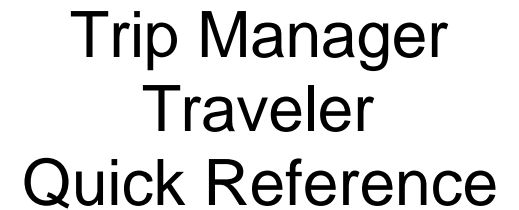
- If you have been given access to another persons reservations, their name will appear in this box.
Click on their name and *Continue*.
- All activity now reflects the traveler you have selected.

View a Destination

- Select the destination you which to view
Click *Continue*

[illegible]

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Password:_____